

## **BOARD OF SELECTMEN**

August 23, 2011

### **Minutes**

The Board of Selectmen met on Tuesday, August 23, 2011 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, John Gorecki, John D. Williams and Timothy F. Hult. Town Administrator Timothy D. Goddard was also present.

Mr. Stevenson said tonight the Board would begin their meeting by swearing in John Fisher as the new Police Chief for the Town of Carlisle. He said John Fisher will be the third Police Chief in the last 32 years in Carlisle. Mr. Stevenson said he was very happy that so many people were present for this occasion. Mr. Stevenson said he would like to thank the Police Chief Search Committee who worked very hard and did a great job. He thanked each member on the committee; Christy Barbee, Ken Fong, Alan Cameron, John Williams, Diane Makovsky, Josh Kablotsky, and Tim Goddard. Mr. Stevenson also thanked Interim Police Chief Len Wetherbee who, he said has helped the Town through a difficult transition period.

Mr. Stevenson introduced Town Clerk Charlene Hinton. Charlene read the oath aloud and John Fisher repeated same.

Mr. Stevenson noted that there were several police officers from the City of Nashua present to support John Fisher. Chief Fisher spoke for a few minutes. He thanked the Board of Selectmen and the area Police Chiefs, the Fire Chief and the Carlisle Police Officers that were present. He also introduced his wife and children, his mother and sister. Chief Fisher said he has received many words that have welcomed him to Carlisle; starting with the 'Mosquito', Ken Fong, Tim Goddard and Chief Len Wetherbee. He said everyone has gone through great lengths to welcome him. He said he also noticed the welcoming attitude at Ferns Country Store regarding the upcoming Wounded Warrior event this weekend. It has become apparent that the overall feeling here is that this is a very welcoming community.

### **Town Administrator Report**

Mr. Goddard said the Board would find in their books a memo from the Concord Town Manager Chris Whelan inviting the Selectmen and Finance Committee to a joint meeting on Thursday, September 22<sup>nd</sup> at 7:00 p.m. in the Hearing Room at the Concord Town House. Mr. Goddard said this joint meeting has been held in recent years at the outset of the Town Meeting and budget development process to discuss common issues that are expected to arise during the coming year. Mr. Stevenson and Mr. Gorecki said they were available to attend this meeting.

Mr. Goddard said last week there was a joint chairs meeting in Concord. He said Finance Director Larry Barton and FinCom Chair Jerry Lerman attended this meeting with him. He said they discussed the coordination of the Special Town Meeting and the Special Town Election dates planned for November. Mr. Goddard said so far Concord has tentatively scheduled their Special Town Meeting on November 7<sup>th</sup>. He added that our STM would be on November 8<sup>th</sup> and both elections would occur on November 15<sup>th</sup>. Mr. Goddard added that these Town Meetings depend on what occurs at the meeting with MSBA on September 28<sup>th</sup>.

Board of Selectmen

August 23, 2011

1

Approved: Sept. 13, 2011

Mr. Hult said he went over the schedule with the CCHS School Building Committee and assuming that everything goes as planned with the MSBA, that schedule is agreeable with the Building Committee. The official offer will be forthcoming on September 28<sup>th</sup>. Mr. Hult said it was a good idea to move forward with planning for a Nov. 8<sup>th</sup> Special Town Meeting.

Mr. Goddard said the Carlisle Kids' House has requested permission to hold their second annual Movie Night on the Town Common on Friday, September 23<sup>rd</sup> from 6:30 p.m. to 9:00 p.m. He said they have received permission from the First Religious Society and are working closely with the Police Dept. as well.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to grant permission to the Carlisle Kids' House to hold a Movie Night on the Town Common on Friday, September 23<sup>rd</sup>, from 6:30 p.m. to 9:00 p.m. with the understanding that they will coordinate with the Town's public safety officials to ensure a safe and enjoyable event for all.

Mr. Goddard said there has been a request made of the Board of Selectmen to establish a new gift fund for the purposes of accepting donations in order to allow the Carlisle Community Chorus to compensate a new musical director in order that the Chorus might continue. Mr. Goddard said the Town is in receipt of a check from Mr. Fontaine Richardson of 121 Skelton Road, to establish the gift account should the Board authorize same.

A motion was made by Mr. Gorecki and seconded by Mr. Williams, that pursuant to the provisions of MGL, Chapter 44, §53A the [would] Board establish a gift fund for the purpose of receiving donations for the benefit of the Carlisle Community Chorus, said gift account would be administered by the Town Treasurer.

The Board discussed the last part of the motion, which referred to who would administer the funds in the gift account. Mr. Richardson explained how the Carlisle Community Chorus Board would like to have the funds handled. He said they would make a written request for disbursement of the funds. They would also keep a record of their accounts so they could match with the Town's accounting.

Mr. Hult suggested that the Board of Selectmen, not the Town Treasurer administer the funds because there are five members, and it would be more convenient in case Larry Barton is not available. So in other words, Mr. Richardson should submit the bills to the Board of Selectmen. The motion was therefore amended.

**New motion:** On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** that pursuant to the provisions of MGL, Chapter 44, §53A the Board establish a gift fund for the purpose of receiving donations for the benefit of the Carlisle Community Chorus and disbursements will be made upon request from an elected member of the Board of the organization to the Carlisle Board of Selectmen."

Mr. Goddard said the Board would find in this report a proposed Proclamation for the Wounded Warrior Project declaring August 26<sup>th</sup> and 27<sup>th</sup> as 'Wounded Warrior Days' in the Town of Carlisle. Ferns Country Store owner Larry Bearfield spoke briefly about the events. He said Saturday, Aug. 27<sup>th</sup> is the public fund-raising event when about 400 riders will travel through the Town of Carlisle. The Friday, Aug. 26<sup>th</sup> event is a private ride consisting of about 50 riders who will travel through the Carlisle roads for about 15 miles starting at Kimball's and ending at Kimball's. Larry provided flags and signs of encouragement for everyone to carry and asked the residents to come out and support this organization. Mr. Stevenson thanked the Kilfoyle family for donating money for the flags and mats.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to adopt the Proclamation of the Carlisle Board of Selectmen regarding the Wounded Warrior Bike Ride.

#### Change Orders, new contracts – Highland Building, Carlisle School Building Project

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** that upon the recommendation of the Highland Building Stabilization Committee, the Board approves Change Order #4 to the Town's Contract with K & S Builders, Co., Inc. in the amount of \$3,311.47 for the following:

- Repair porch woodwork and column base moldings;

With this change order approval, the new total contract sum will be \$305,411.06.

In response to Mr. Stevenson, Mr. Goddard said he spoke with the Contractor yesterday, and he said the work at the Highland Building should be complete by the end of this week.

Mr. Goddard said he had two new contracts for the Board to approve relative to the Carlisle School Building Project. Both of the contracts have been previously approved by the School Building Committee.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that upon the recommendation of the School Building Committee, the Board of Selectmen approves the proposed contract with Olympia Moving and Storage in the amount of \$7,522.34 for moving services and the Board further approves the proposed contract with Ockers Company in the amount of \$1,275.00 for technology equipment relocation.

### **Appointments/Resignations**

On a motion made by Mr. Hult and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Kevin T. Smith to the Recreation Commission for a three year term that will expire on June 30, 2014.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Annette Lee as an alternate member to the Historical Commission for a three year term that will expire on June 30, 2014.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to appoint Carolyn Kiely to the Conservation Restriction Advisory Committee for a one year term that will expire on June 30, 2012.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to accept the resignation of Susan Bacher from the Cultural Council with gratitude for her services.

### **Liaison Reports**

Mr. Gorecki reported on the Financial Management Team meeting that took place this morning. He said Finance Director Larry Barton informed everyone that the field work on the Audit is complete and it went extremely well. He added that a little more work is needed on the Police Department and the DPW.

Mr. Hult said the CCHS Building Committee approved the submission to the MSBA of the Schematic Design for the new High School last Wednesday night. He said that happened after a week of very intense work on the initial budget estimates, which were a little higher than what we wanted to see them come in. He said a lot of people worked very hard through about 4 to 5 days to finally agree to the amount of \$92,577,000.00 for the project. He said in the course of these discussions three things were extremely important. One was that the educational program at the School as defined in the process was supported by the new solution. Secondly, he said we wanted to get in the second level of energy conservation, which is a level of approximately 25% above Stretch code. Thirdly, the aesthetics of the building were to be maintained at a level that depicts the communities'. Mr. Hult said in regard to the second gym, it was re-engineered, made smaller, is on one floor and it costs approximately \$4million less.

Mr. Hult said on September 28<sup>th</sup> there will be a Board meeting of MSBA on this project.

Mr. Hult said Louis Salemy will contact Mr. Stevenson relative to updating the Board. Louis will be available to attend the Board's September 13<sup>th</sup> meeting to give a presentation that will show the changes and a comprehensive detail of the numbers.

Mr. Stevenson said he is continuing with the Dispatcher negotiations.

Mr. Stevenson also gave an update on the Carlisle School Building Committee. He asked if there was any further information on whether the opening of school will be delayed due to construction. Mr. Goddard said the contractors are working hard, that is late nights and even weekends so that school will open on time.

Mr. Stevenson said in regard to the Minuteman Regional School, a meeting will be held here, in Town Hall on August 30<sup>th</sup> at 7:30 p.m. He invited many Selectmen, Town Administrators, and Finance Committee members from communities that would like to be apart of this dialogue regarding the capital plan. Mr. Goddard said the Superintendent from the Minuteman has offered to meet with the Board during one of their Fall meetings.

Mr. Stevenson said the Energy Task Force completed their grant application for funding. He said he attended their meeting last Thursday night. He said the application has been signed and sent off.

## Minutes

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of July 26, 2011.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of August 9, 2011.

## Goals and Objectives

Mr. Stevenson said tonight he would like the Board to look at the eight major categories and come-up with three major goals under each one. He said following that we will review where everyone would like to spend time in terms as liaisons. Mr. Stevenson said over a period of a month each Selectman will take their list of goals and objectives to the boards and departments with whom they are a liaison to and discuss our ideas and listen to comments. After that we can vote on our goals and objectives late in September.

### Financial Management

1. OPEB Liability. Mr. Williams said he has talked with Larry Barton and Tim Goddard about giving a presentation at one of the Boards meetings for educational purposes. This would be helpful in making any future decisions. Mr. Hult said this was a good idea. He said as a goal, we could work at framing the common understanding of what the issue is. Mr. Hult also suggested working with Larry to find out how other communities are addressing this issue.
2. SCSFP Mr. Stevenson said Mr. Williams and Mr. Hult have mentioned continuing to work on the Special Committee for Structural Financial Planning [SCSFP]. Mr. Hult suggested beginning work on this as the Special Town Meeting approaches in November. He said it is really important that we give a presentation because this is a big financial decision we are about to face. Mr. Hult said he and Larry Barton and a few members from the Finance Committee would work on this matter.
3. Mr. Hult also suggested a 3 – 5 year plan. Mr. Gorecki said at the FinTeam meeting today, Jerry Lerman said the FinCom was going to begin working on that type of plan. Mr. Hult suggested working with the finance department and the auditors relative to fees and assessments.

### Education

1. Monitor Carlisle School Building Project. Mr. Stevenson said he was very impressed with all of the committees involved with this project. Mr. Hult agreed.
2. Concord-Carlisle School Building Project. The Board agreed that it was important to support this project.
3. Minuteman Regional High School. Mr. Hult suggested ‘monitor and participate in the potential Minuteman facilities capital campaign to ensure Carlisle’s best interest’.

Mr. Williams said he would like to better understand the philosophy that drives the education that we offer. He said it’s clear that it gives a great result; there is no question about that however there are other models that are used in education. He would like to hear, in a two or three part series, hosted here, educators talk about what is the philosophy and what really drives the curriculum and models that we are actually using right now. Mr. Williams said he feels ill-informed about the programs that we deliver. He said there is no question about the great results; however could we get these great results for less. Mr. Williams said this information would be helpful for this Board and for the public.

Mr. Hult said he liked this idea, and he suggested doing this informally this year with the Superintendents.

### Effective and Efficient Town Services

Mr. Stevenson spoke about the Land Use Team. He said even though they have not been able to meet, he thought it would be a valuable thing to happen. Mr. Hult said he did not think the Land Use Team would work. He proposed meeting once a year.

1. Mr. Williams said there is a need to better define roles, risks and solutions for optimal interaction between land use boards.

2. Mr. Hult said we should acknowledge and invigorate the Technology Committee again.
3. Mr. Hult said that perhaps on an annual basis, a group consisting of a Selectman, personnel board member, Tim Goddard, as the Personnel Manager, could check-in with every major department and ask a set of questions relating to personnel issues. He said this did not have to be an elaborate process.  
Mr. Stevenson liked this idea. The school would not be included.
4. Mr. Hult suggested getting an outside consultant to review efficiency of town expenditures in light of long term projection of fixed expenditures.

#### Stable and Responsive Public Utilities

Mr. Stevenson said we have two items under this category.

1. Cable Contract
2. Energy Task Force – continuing to work with the task force.

#### Recreation and Community Activities

Mr. Stevenson said if we decide to do something [relative to housing] on Banta Davis, we will have to make sure we maintain our current amount of recreational facilities.

1. Understand Recreational Facility needs for the next 3 to 5 years
2. Mr. Stevenson suggested the pathway link from the Library to the School.
3. Highland Building – Phase 2

#### Affordable Housing

1. Banta Davis Master Plan
2. Benfield – waiting for our funding.
3. Mr. Williams said he would like to begin discussions on creative alternative housing not for just seniors but families. He liked the idea of pilots, for example an extra home on a two acre lot. He said this is an effort that would involve the Planning Board. Mr. Hult agreed that Carlisle housing will have to change for future needs. He said what is the best route to start to consider housing for older people? Mr. Stevenson said then our goal should be initiate a study group to explore the future housing needs in Carlisle. Mr. Williams suggested a member from the Board of Selectmen, a Housing Trust member, Planning Board member, Housing Authority member and a Council on Aging member for the group.

#### Conservation Land and Open Space

Mr. Hult suggested working with the ConsCom, Conservation Restriction Advisory Committee and CCF to develop a vision of where we are with conservation, and critical parcels to target, land and resource management etc.

1. Mr. Stevenson suggested sponsoring a vision session with other land conservation entities.
2. Cranberry Bog House. Mr. Stevenson suggested managing the Bog House Project and contract and the lease.
3. Mr. Hult talked about the Elliot Preserve. He said it is incumbent upon the Board to represent the Town in terms of how beneficial this will be.

#### Safety and Security

Mr. Hult suggested conducting a detailed exit interview with Chief Wetherbee and talk about the police department, and discuss where their strengths and weaknesses are. He said then Tim Goddard and the Police Department liaison could work on their objectives.

Mr. Stevenson said he put down completing the Dispatchers Contract and as apart of that to stabilize that department.

Mr. Stevenson said he would like the Local Emergency Planning Committee [LEPC] to begin to meet more consistently.

#### Liaisons

Mr. Williams spoke about Hanscom Field. He said they have started commercial airline service. He said the Concord and Lexington Communities have to deal with this all the time. He suggested writing a letter of

support for the need to have Hanscom limit development to that in balance with the Minuteman National Historical Park and its environment.

Mr. Stevenson asked the Board to state their areas of priority.

Mr. Gorecki – Financial Management and Land Use Boards, [Conservation Commission and Planning Board]

Mr. Williams – Affordable Housing, Financial Management, Safety and Security

Mr. Hult – Education, Conservation

Mr. Stevenson – Education, Financial Management, Safety and Security

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to adjourn the meeting at 9:45 p.m.

Respectfully submitted by Margaret deMare